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LICENSED TEACHING STAFF GRIEVANCES

The Albemarle County School Board has adopted the attached regulations and procedures for adjusting grievances established by the State Board of Education. This grievance procedure shall afford a timely and fair method for the resolution of disputes arising between the School Board and its employees regarding dismissal, suspension or other disciplinary actions.

Adopted: July 1, 1993

Amended: December 8, 1997; July 8, 2004

Legal Ref.: Code of Virginia, 1950, as amended, Sections 22.1-79(6), 22.1-306, 22.1-308-22.1-314
Regulations of the Virginia Board of Education, 8 VAC 20-90-10 et seq.

PROCEDURE FOR ADJUSTING LICENSED TEACHING STAFF GRIEVANCES

Preamble

The Virginia Board of Education and the Albemarle County School Board adopt the following Procedure for Adjusting Grievances to provide, in accordance with the Standards of Quality for school divisions and the statutory mandate of Chapters 13.1 and 15, Article 3, Title 22.1, of the Code of Virginia, an orderly procedure for resolving disputes concerning application of local School Board policies, rules, and regulations as they affect the work of licensed teaching employees, and disciplinary actions which includes dismissal ~~or probation~~.

PART I

Definitions

The following words and terms, when used in these regulations, shall have the following meaning, unless the context clearly indicates otherwise:

"Business day" means any day that the School Board office is open.

"Days" means calendar days unless a different meaning is clearly expressed in this procedure. Whenever any period of time fixed by this procedure shall expire on a Saturday, Sunday, or legal holiday, the period of time for taking action under this procedure shall be extended to the close of business on the next day ~~if that it~~ is not a Saturday, Sunday, or legal holiday.

"Dismissal" means the dismissal of any teacher within the term of such teacher's contract and the nonrenewal of a contract of a teacher on a continuing contract.

"Grievance" means, for the purpose of Part II, a complaint or a dispute by a teacher relating to his or her employment, including but not necessarily limited to disciplinary actions other than dismissal ~~or placing on probation~~; the application or interpretation of personnel policies, procedures, rules, and regulations, ordinances, and statutes; acts of reprisal against a teacher for filing or processing a grievance, participating as a witness in any step, meeting or hearing relating to a grievance, or serving as a ~~member of a fact-finding panel~~ hearing officer; and complaints of

discrimination on the basis of race, color, creed, political affiliation, disability, age, national origin, or sex one or more protected classes as outlined in Albemarle County School Board Policy GB, Equal Employment Opportunity. "Grievance" means, for the purpose of Part III, a complaint or a dispute by a teacher relating to his or her employment involving dismissal ~~or placing on probation~~. The term "grievance" shall not include a complaint or dispute by a teacher relating to the establishment and revision of wages or salaries, position classifications, or general benefits; suspension of a teacher ~~or~~ nonrenewal of the contract of a teacher who has not achieved continuing contract status; the establishment or contents of ordinances, statutes, or personnel policies, procedures, rules, and regulations; failure to promote; discharge, layoff, or suspension from duties because of decrease in enrollment, decrease in enrollment or abolition of a particular subject, or insufficient funding; hiring, transfer, assignment, and retention of teachers within the school division; suspension from duties in emergencies; ~~or~~ the methods, means, and personnel by which the school division's operations are to be carried on; or coaching or extracurricular activity sponsorship.

—While these management rights are reserved to the School Board, failure to apply, where applicable, these rules, regulations, policies, or procedures as written or established by the School Board is grievable.

"Personnel file" means, for the purpose of Part III, any and all memoranda, entries, or other documents included in the teacher's file as maintained in the Department of Human Resources or in any file on the teacher maintained within a school in which the teacher serves.

~~"Probation" means a period not to exceed one year during which time it shall be the duty of the teacher to remedy those deficiencies which gave rise to the probationary status.~~

"Teacher" or "Teachers" means, for the purpose of Part II, all licensed employees of the school division involved in classroom instruction and all other licensed full-time employees of the school division except those employees ~~classified as supervising~~ considered supervisory employees. "Teacher" means, for the purpose of Part III, all regularly licensed professional public school personnel employed under a written contract as provided by Section 22.1-302 of the Code of Virginia by ~~any~~ the school division as a teacher or supervisor of classroom teachers but excluding all Superintendents.

"Shall file," "shall respond in writing," or "shall serve written notice" means the document is either delivered personally to the grievant or office of the proper Superintendent or School Board representative or is mailed by registered or certified mail, return receipt requested, and postmarked within the time limits prescribed by this procedure.

"Supervisory employee" means any person having authority in the interest of the Board (i) to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline other employees; and (ii) to direct other employees; or (iii) to adjust the grievance of other employees; or (iv) to recommend any action set forth in clause (i), (ii), or (iii) above; provided that the authority to act as set forth in clause (i), (ii), (iii), or (iv) requires the exercise of independent judgment and is not merely routine and clerical in nature.

"Written grievance appeal" means a written or typed statement describing the event or action complained of, or the date of the event or action, and a concise description of those policies, procedures, regulations, ordinances, or statutes upon which the teacher bases his or her claim. The grievant shall specify what he or she ~~seeks-expects to obtain~~ through use of the grievance procedure. A statement shall be written upon forms prescribed by the Board of Education and supplied by the ~~local~~ School Board.

PART II

Grievance Procedure for Actions Other than Dismissal-or Placement on Probation

Section 2.1 Purpose of Part II of this Grievance Procedure

The purpose of Part II of the Procedure for Adjusting Grievances is to provide an orderly procedure for resolving disputes concerning the application, interpretation, or violation of any of the provisions of ~~local~~ School Board policies, procedures, rules, and regulations as they affect the work of teachers, other than dismissal-or probation. An equitable solution of grievances should be secured at the most immediate administrative level. The procedure should not be construed as limiting the right of any teacher to discuss any matter of concern with any member of the school administration. ~~N~~ nor should the procedure be construed to restrict any teacher's right to seek, or the -

school division administration's right to provide, review of complaints that are not included within the definition of a grievance. Nothing in this procedure shall be interpreted to

limit ~~a-the~~ School Board's exclusive final authority over the management and operation of the school division. While signed and dated designated forms must be used at each step of the process, this does not preclude any party from attaching typed responses.

Section 2.2 Grievability

A. Initial Determination of Grievability.

1. Decisions regarding whether or not a matter is grievable shall be made by the School Board at the request of the Division Superintendent or grievant. –The grievance must be reduced to writing before a grievability determination by the School Board may be requested. The School Board shall reach its decision only after allowing the Superintendent and the grievant opportunity to present written or oral arguments regarding grievability. The decision as to whether oral arguments will be permitted shall be at the discretion of the School Board after considering written arguments. If either the grievant or the Superintendent requests a determination on grievability, the other party shall be provided a copy of the written argument and given the opportunity to respond.
2. Requests for determination may only be initiated once the grievant has submitted the statement of the grievance to the principal/designee. A request to the School Board may be initiated by the grievant, principal/designee, or the Superintendent/designee. (Use Grievance Form GBM-F1-D.) It may be filed at any of the following times:
 - a. By the principal/designee within five (5) business days of receipt of the statement of the grievance
 - b. By the principal/designee within five (5) business days of the meeting in Section 2.3.B
 - c. By the grievant within five (5) business days of receipt of the principal/designee's response
 - d. By the Superintendent within five (5) business days of receipt of the written appeal by the grievant
 - e. By the Superintendent within five (5) business days of the meeting with the Superintendent
 - f. By the grievant within five (5) business days of receipt of the Superintendent's response

The Superintendent shall submit the request for determination of grievability with all arguments to the School Board within five (5) business days of receiving the argument from the grievant.

3. Decisions shall be made by the School Board within ten (10) business days of such request from the Superintendent. (Use Grievance Form GBM-F1-A.) Such determination of grievability shall be made subsequent to the reduction of the grievance to writing but prior to any hearing before a hearing officer or Board hearing or the right to such determination shall be deemed to have been waived. Failure of the School Board to make such a determination within such a prescribed ten (10)-business-day period shall entitle the grievant to advance to the next step as if the matter were grievable.
4. If the grievance is allowed to be heard, the process shall continue with the next established step in the process within five (5) business days of receipt of the decision from the School Board.

B. Appeal of Determination on Grievability.

1. Decisions of the School Board may be appealed to the Albemarle County Circuit Court ~~having jurisdiction in the school division~~ for a hearing on the issue of grievability.
 - a. Proceedings for a review of the decision of the School Board shall be instituted by filing a notice of appeal with the School Board within ten (10) business days after the date of the decision and giving a copy thereof to all other parties. (Use Grievance Form GBM-F1-A.)
 - b. Within ten (10) business days thereafter, the School Board shall transmit to the Albemarle County Clerk of the Court ~~on which the appeal is taken~~, a copy of its decision, a copy of the notice of appeal, and the exhibits. The failure of the School Board to transmit the record within the time allowed shall not prejudice the rights of the grievant. The court may, on motion of the grievant, issue a writ of certiorari requiring the School Board to transmit the records on or before a certain date.
 - c. Within ten (10) business days of receipt by the clerk of such record, the court, sitting without a jury, shall hear the appeal on the record transmitted by the School Board and such additional evidence as may be necessary to resolve any controversy as to the correctness of the record. The court may, in its discretion, receive such other evidence as the ends of justice require.
 - d. The court may affirm the decision of the School Board or may reverse or modify the decision. The decision of the court shall be rendered not later than fifteen (15) calendar days from the date of the conclusion of the court's hearing.
2. Upon receipt of the court's decision, the Superintendent shall notify the grievant within five (5) business days. (Use Grievance Form GBM-F1-AD.) Following the circuit court's decision allowing the grievance to proceed, the process must continue with the next step within five (5) business days of receipt of notice. If the Albemarle County Circuit Court determines that the matter is not grievable, the matter shall be dismissed and concluded.

Section 2.2-3 Grievance Procedure

Recognizing that grievances should be begun and settled promptly, a grievance must be initiated within fifteen (15) ~~working-business~~ days following either the event giving rise to the grievance, or within fifteen (15) ~~working-business~~ days following the time when the employee knew or reasonably should have known of its occurrence. Grievances shall be processed as follows:

- A. Step 1 — Informal Conference. ~~At the initiation of the teacher, the~~ first step shall be an informal conference between the teacher and his immediate supervisor (which may be the principal). The teacher shall state that he or she is initiating the grievance process and the nature of the grievance; the relief/outcome requested shall be discussed at the conference. ~~and the~~ The immediate supervisor shall attempt to adjust the grievance from this conference, held within five (5) business days upon initiation of the grievance. Representatives on behalf of either party shall not be present at this conference. It is mandatory that the teacher present the grievance informally prior to proceeding to Step 2. If not decided at the informal conference, the supervisor must render a decision to the teacher within five (5) business days of the informal conference.
 - B. Step 2 — Meeting with Principal. If for any reason the grievance is not resolved informally in Step 1 to the satisfaction of the teacher, the teacher must ~~perfect his grievance by filing~~ file said a written grievance appeal in writing within fifteen (15) working days following the event giving rise to the grievance, or within fifteen (15) working days following the time when the employee knew or reasonably should have known of its occurrence within five (5) business days of notification of the decision by the supervisor, specifying on the form the specific relief ~~sought~~ expected. (Use Grievance Form GBM-F1.) Regardless of the outcome of Step 1, if a written grievance is not, without just cause, filed within the specified time, the grievance will be barred.
- AA meeting shall be held between the principal (and/or his designee) and the teacher (and/or his designee) within five (5) ~~working-business~~ days of the receipt by the principal of the written grievance, unless additional information is requested (see below). Notice of the meeting shall be given within three (3) business days of receipt. (Use Grievance Form GBM-F2-M.) At such meeting the teacher and/or other party involved shall be entitled to present appropriate witnesses and ~~be represented by legal counsel and another~~

~~representative to be accompanied by a representative other than an attorney.~~ The principal (and/or his designee) shall respond in writing within five (5) ~~working-business~~ days following such meeting. (Use Grievance Form GBM-F2.)

The principal ~~(and/or his designee)~~ may ~~forward~~ file a written request to the teacher within five (5) calendar days from the receipt of the written grievance ~~a written request~~ for more specific information regarding the grievance. (Use Grievance Form GBM-F2-I.) The teacher shall file an answer thereto within ten (10) ~~working-business~~ days, and the meeting must then be held within five (5) business days ~~thereafter upon receipt of the information by the principal (and/or his designee).~~ The principal (and/or his designee) shall respond in writing within five (5) business days following such meeting. (Use Grievance Form GBM-F2.)

C. Step 3 — Meeting with Superintendent. ~~If~~ If the grievance is not settled to the teacher's satisfaction in Step

- 2, the teacher can proceed to Step 3 by filing a written notice of appeal with the Superintendent or his/her designee, accompanied by the original grievance appeal form(s) (GBM-F1 and GBM-F2-I) within five (5) ~~working-business~~ days after receipt of the Step 2 answer ~~(or the due date of such answer)~~. (Use Grievance Form GBM-F2.) Upon receipt of the written grievance documents, the Superintendent/designee may file a written request for more specific information from the teacher within five (5) calendar days, but only if such information was not requested in Step 2. (Use Grievance Form GBM-F3-I.) The grievant shall respond in writing within ten (10) business days, and the meeting shall be held within five (5) business days of the date on which the response was received. If additional information was requested in Step 2 or is not requested by the Superintendent/Designee, the A-meeting shall then be held between the Superintendent (and/or his designee) and the teacher (and/or his designee) at a mutually agreeable time within five (5) working-business days, giving notice within three (3) business days of receipt. (Use Grievance Form GBM-F3-M.) At such meeting both the Superintendent/designee and the teacher shall be entitled to present appropriate witnesses and be represented by legal counsel and another representative accompanied by a representative who may be an attorney. A representative may examine, cross-examine, question, and present evidence on behalf of a grievant or the Superintendent without violating the provisions of Section ~~54-44-54.1-3904~~ of the Code of Virginia. ~~If no settlement can be reached in said meeting,~~ the Superintendent (or his or her designee) shall respond in writing within five (5) ~~working-business~~ days following such meeting. (Use Grievance Form GBM-F3.)

~~The Superintendent/Designee may make a written request for more specific information from the teacher, but only if such was not requested in Step 2. Such request shall be answered within ten (10) working days, and the meeting shall be held within five (5) working days of the date on which the answer was received. If the grievance is not resolved to the satisfaction of the teacher in Step 3, the teacher may elect to request a hearing by the School Board, or at the election of the School Board, have a hearing by a fact-finding panel hearing officer appointed by the School Board, as provided in Step 4, or after giving proper notice may request a decision by the School Board pursuant to Step 5. (Use Grievance Form GBM-F3.)~~

- D. Step 4 — Hearing by Fact-Finding Panel/Hearing Officer. In the event the grievance is not settled upon completion of Step 3, ~~either the teacher or the School Board the teacher~~ may elect request to have a hearing ~~by a fact-finding panel prior to a decision~~ by the School Board or at

the election of the School Board, a hearing officer appointed by the School Board, as provided in Step 4. ~~(Use Grievance Form GBM-F4.)~~ If the teacher elects to proceed to Step 4, he ~~must~~ shall file in writing with the Superintendent ~~in writing of the intention to a~~ request for a ~~fact finding panel hearing~~ and enclose a copy of the ~~original previous~~ grievance forms as applicable (GBM-F1, GBM-F2-I, GBM-F2, GBM-F3-I) within five (5) ~~working business~~ days after receipt of a Step 3 answer ~~(or the due date of such answer)~~. (Use Grievance Form GBM-F3.) If the School Board elects to proceed to a fact finding panel, the Superintendent must serve written notice of the Board's intention upon the grievant within fifteen (15) working days after the answer provided by Step 3.

1. ~~Panel.~~ Within five (5) working days after the receipt by the Superintendent of the request for a fact finding panel, the teacher and the division Superintendent shall each select one panel member from among the employees of the school division other than an individual involved in any previous phase of the grievance procedure as a supervisor, witness, or representative. ~~The two panel members so selected shall within five (5) working days of their selection select a third impartial panel member.~~

2. ~~Selection of Impartial Third Member. In the event that the two panel members are unable to agree upon a third panel member within five (5) working days, both members of the panel shall request the chief judge of the circuit court having jurisdiction of the school division to furnish a list of five (5) qualified and impartial individuals from which one individual shall be selected by both~~

~~members of the panel to serve as the third member. The individuals named by the chief judge may reside either within or outside the jurisdiction of the circuit court, be residents of the Commonwealth of Virginia, and possess some knowledge and expertise in public education and education law and shall be deemed by the judge to be capable of presiding over an administrative hearing. Within five (5) days after receipt by the two panel members of the list of fact finders nominated by the chief judge, the panel members shall meet to select the third panel member. Selection shall be made by alternately deleting names from the list until only one remains. The panel member selected by the teacher shall make the first deletion. The third impartial panel member shall chair the panel. No elected official shall~~

~~serve as a panel member. With the agreement of the teacher's and Superintendent's panel members, the impartial panel member shall have the authority to conduct the hearing and make recommendations as set forth herein while acting as a hearing officer.~~

3. ~~Holding of Hearing. The hearing shall be held by the panel within thirty (30) calendar days from the date of the selection of the final panel member. The panel shall set the date, place, and time for the hearing and shall so notify the Superintendent and the teacher. The teacher and the Superintendent each may have present at the hearing and be represented at all stages by a representative or legal counsel.~~

4. 1. Hearing Officer.

a. Upon a timely request for a hearing pursuant to Section 2.3.D-(D)22.1-309, the School Board or, at the option of the School Board, a hearing officer appointed by the School Board shall hold a hearing within fifteen (15) calendar days of receipt of the request and the teacher shall be given at least five (5) calendar days' written notice of the time and the place. (Use Grievance Form GBM-F4.) The hearing shall be private unless the teacher requests the hearing to be public. At the hearing the teacher may appear with or without a representative, and be heard, presenting testimony of witnesses and other evidence. Both the teacher and the Superintendent may be represented by legal counsel.

b. The School Board may appoint an impartial hearing officer from outside the school division to conduct hearings pursuant to this section. A hearing officer shall not have been involved in the matter that is grieved recommendation of dismissal as a witness or a representative. A hearing officer shall possess some knowledge and expertise in public education and education law and be capable of presiding over an administrative hearing. The hearing officer shall schedule and preside over such hearings and shall create a record or recording of such proceedings. The hearing officer shall file a written recommendation to the School Board, a copy of which shall be provided to the teacher. (Use Grievance Form GBM-F4-R.) The hearing officer shall transmit the recommendation and the record or recording of the hearing to the School Board as soon as practicable

and no more than ten (10) business days after the hearing. In the event of a hearing before a hearing officer, the School Board may make its decision upon the record or recording of such hearing, pursuant to Section 22.1-313, or the School Board may elect to conduct a further hearing to receive additional evidence by filing written notice of the time and place to the teacher and the Superintendent within ten (10) business days after the board receives the record or recording of the initial hearing. Such notice shall also specify each matter to be inquired into by the School Board. (Use Grievance Form GBM-F4-R.)

A record or recording of any hearing conducted pursuant to this section shall be made. The parties shall share the cost of the recording equally. ~~In proceedings concerning grievances not related to dismissal,~~ The recording may be dispensed with entirely by mutual consent of the parties. In such proceedings, if the recording is not dispensed with, the two parties shall share the cost of the recording equally; if either party requests a transcript, that party shall bear the expense of its preparation. If both parties request a transcript, the costs of the transcript shall be shared equally by both.

Procedure for Fact-Finding Panel:

- a. ~~———— The panel shall determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing, provided that, at the request of the teacher, the hearing shall be private.~~
- b. ~~———— The panel may ask for statements from the Superintendent and the teacher clarifying the issues involved at the beginning of the hearing and at the discretion of the panel may allow closing statements.~~
- c. ~~———— The parties shall then present their claims in evidence. Witnesses may be questioned by the panel members, or by the teacher and the Superintendent, or their representative. The panel, in its discretion, may vary this procedure, but shall afford full and equal opportunity for all~~

~~parties to present any material or relevant evidence and shall afford the parties the right of cross examination.~~

~~d. The parties shall produce such additional evidence as the panel may deem necessary to an understanding and determination of the dispute. The panel may be the judge of the relevancy and materiality of the evidence offered. All evidence shall be taken in the presence of the panel and of the parties.~~

~~e. Exhibits offered by the teacher or the Superintendent may be received in evidence by the panel and, when so received, shall be marked and made a part of the record.~~

~~f. The finding of facts and recommendations by the panel shall be based exclusively upon the evidence presented at the hearing and the panel's recommendations shall be arrived at by a majority vote of the panel members.~~

~~g. On its own motion or upon application of the teacher or Superintendent, the hearing may be reopened by the panel, for good cause shown, at any time to hear after discovered evidence before its final report is delivered.~~

~~h. The panel shall make a written report which shall include its findings of fact and recommendations and shall file it with the members of the School Board, the Superintendent, and the teacher, not later than thirty (30) days after the completion of the hearing.~~

~~i. A stenographic record or tape recording shall be taken of the proceedings. The recording may be dispensed with entirely by mutual consent of the parties. If the recording is not dispensed with, the two parties shall share equally the cost of the recording. If either party requests a transcript, that party shall bear the expense involved in preparing it.~~

52. Expenses.

a. The teacher shall bear his or her own expenses. The School Board shall bear the expenses of the Superintendent. ~~The expenses of the panel shall be borne one half by the School Board and one half by the teacher.~~

b. ~~The parties shall set the per diem rate of the panel. If the parties are unable to agree on the per diem, it shall be fixed by the chief judge of the circuit court. No employee of the school division shall receive such per diem for service on a panel during his normal working hours if he receives the normal salary for the period of such service.~~ he School Board shall bear the expenses of the hearing officer.

5. Witnesses.

~~c.~~ Witnesses who are employees of the School Board shall be granted release

time if the hearing is held during the school day. The hearing shall be held at the school in which most witnesses work, if feasible.

64. Right to Further Hearings.

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Following a hearing by a ~~fact-finding panel~~hearing officer, the teacher shall not have the right to a further hearing by the School Board as provided in subsection E.~~2(3)~~ of this section. The School Board shall have the right to require a further hearing in any grievance proceeding as provided in subsection E.~~(3).~~2 of this section.

E. Step 5 - Decision by the School Board.

~~1. — If a teacher elects to proceed directly to a determination before the School Board as provided for in Step 5, he must notify the Superintendent in writing of the intention to appeal directly to the Board, of the grievance alleged and the relief sought, within five (5) working days after receipt of the answer as required in Step 3 or the due date thereof. Upon receipt of such notice, the School Board may elect to have a hearing before a fact-finding panel, as indicated in Step 4, by filing a written notice of such intention with the teacher within ten (10) working days of the deadline for teacher's request for a determination by the School Board.~~

21. In the case of a hearing before a ~~fact-finding panel~~hearing officer, the School Board shall ~~give the~~respond in writing to the grievant ~~its written decision~~its decision within thirty (30) calendar days ~~after the School Board receives both the transcript record or recording of such hearing, if any, and the panel's hearing officer's finding of fact and recommendations unless the School Board proceeds to a hearing under Section 2.23~~ Subsection E.32. The decision of the School Board shall be reached after considering the transcript, if any; the findings of fact and recommendations of the ~~panel~~hearing officer; and such further evidence as the School Board may receive at any further hearing which the School Board elects to conduct. (Use Grievance Form GBM-F5.)

32. In any case in which a hearing before a ~~fact-finding panel~~hearing officer is held in accordance with Step 4, the ~~local~~ School Board may conduct a further hearing before such School Board.

a. The ~~local~~ School Board shall initiate such hearing by sending written notice of its intention to the teacher and the Superintendent within ten (10) ~~business~~ days after receipt by the Board of the findings of fact and recommendations of the ~~fact-finding panel~~hearing officer and any transcript of the ~~panel~~ hearing by the hearing officer. Such notice shall be provided upon forms to be prescribed by the Board of Education and shall specify each matter to be inquired into by the School Board. (Use Grievance Form GBM-F4-R.)

b. In any case where such further hearing is held by a School Board after a hearing before the ~~fact-finding panel~~hearing officer, the School Board shall consider at such further hearing the transcript, if any; the findings and recommendations of the ~~fact-finding panel~~hearing officer; and such further evidence including, but not

limited to, the testimony of those witnesses who have previously testified before the ~~fact-finding panel~~ hearing officer as the School Board deems may be appropriate or as may be offered on behalf of the grievant or the administration.

- c. The further hearing before the School Board shall be ~~set held~~ within thirty (30) calendar days of the ~~initiation of such hearing~~ notice of such hearing, and the teacher must be given at least fifteen (15) calendar days written notice of the date, place, and time of the hearing. The teacher and the Superintendent may be represented by legal counsel ~~or other and another~~ representatives. The hearing before the School Board shall be private, unless the teacher requests a public hearing. ~~The School Board shall establish the rules for the conduct of any hearing before it. Such rules shall include the opportunity for the teacher and the Superintendent to~~
~~make an opening statement and to present all material or relevant evidence, including the testimony of witnesses and the right of all parties or their representatives to cross-examine the witnesses. Witnesses may be questioned by the School Board.~~

The School Board's attorney, assistants, or representative, if he, she or they, represented a participant in the prior proceedings, the grievant, the grievant's attorney, or representative and, notwithstanding the provisions of Section 22.1-69 of the Code of Virginia, the Superintendent shall be excluded from any executive session of the School Board which has as its purpose reaching a decision on a the grievance. However, immediately after a decision has been made and publicly announced, as in favor of or not in favor of the grievant, the School Board's Attorney or representative and the Superintendent may join the School Board in executive session to assist in the writing of the decision.

A record or recording of any hearing conducted pursuant to this section shall be made, excluding the executive session discussion by the School Board after the hearing has been concluded. The parties shall share the cost of the recording equally. In proceedings concerning grievances not related to dismissal, the recording may be dispensed with entirely by mutual consent of the parties. In such proceedings, if the recording is not dispensed with, the two parties shall share the cost of the recording equally; if either party requests a transcript, that party shall bear the expense of its preparation. A stenographic record or tape recording of the proceedings, excluding the executive session discussion by the School Board after the hearing has been concluded, shall be taken. However, the recording may be dispensed with entirely by mutual consent of the parties. If not dispensed with, the two parties shall share the cost of the recording equally; if either party requests a transcript, that party shall bear the expense of its preparation. If both parties request a transcript, the costs of the transcript shall be shared equally by both.

- d. The decision of the School Board shall be based solely on the transcript, if any; the findings of fact and recommendations of the ~~fact-finding panel~~ hearing officer; and any evidence relevant to the issues of the original grievance ~~produced~~ presented ~~procedure~~ at
~~the School Board hearing in the presence of each party. The School Board shall give~~
~~file the grievant~~ its written decision to the grievant within thirty (30) calendar days

after the completion of the hearing before the School Board. (Use Grievance Form GBM-F5.) In the event the School Board's decision is at variance with the recommendations of the

~~fact-finding panel~~hearing officer-panel, the School Board's written decision shall include the rationale for the decision.

43. In any case where a hearing before a ~~fact finding panel~~hearing officer is not held, the Board may, but is not required to, hold a separate hearing or may make its determination on the basis of the written evidence presented by the teacher and the recommendation of the Superintendent. If the Board elects to hold a hearing without a previous hearing before a hearing officer, the procedures established in Section 2.3 Subsection E.2. shall be followed. The School Board shall make its decision whether to conduct for a hearing within ten (10) business days of receipt of the request. The hearing before the School Board shall be set within thirty (30) calendar days of the notice of such hearing, and the teacher must be given at least fifteen (15) calendar days written notice of the date, place, and time of the hearing. (Use Grievance Form GBM-F4.)

In the event the School Board elects not to conduct any hearing, a written decision shall be filed within thirty (30) calendar days of receipt the request for a hearing. All documents submitted shall be used to reach a decision. (Use Grievance Form GBM-F5.)

54. The School Board shall retain its exclusive final authority over matters concerning employment and the supervision of its personnel.

Section 2.3 Grievability

A. Initial Determination of Grievability

~~Decisions regarding whether a matter is grievable shall be made by the School Board at the request of the Division Superintendent or grievant. Such decisions shall be made within ten (10) days of such request. Such determination of grievability shall be made subsequent to the reduction of the grievance to writing and prior to any panel or Board hearing of the right to such determination shall be deemed to have been waived. Failure of the School Board to make such a determination within such a prescribed ten (10) day period shall entitle the grievant to advance to the next step as if the matter were grievable.~~

B. Appeal of Determination on Grievability

1. ~~Decisions of the School Board may be appealed to the circuit having jurisdiction in the school division for a hearing on the issue of grievability.~~
 - a. ~~Proceedings for a review of the decision of the School Board shall be instituted by filing a notice of appeal with the School Board within ten (10) days after the date of the decision and giving a copy thereof to all other parties.~~
 - b. ~~Within ten (10) days thereafter, the School Board shall transmit to the clerk of the court to which the appeal is taken a copy of its decision, a copy of the notice of appeal and the exhibits. The failure of the School Board to transmit the record within the time allowed shall not prejudice the rights of the grievant. The Court, on motion of the grievant, may issue a writ of certiorari requiring the School Board to transmit the record on or before a certain date.~~

~~c. Within ten (10) days of receipt by the clerk of such record, the court, sitting without a jury, shall hear the appeal on the record transmitted by the School Board and such additional evidence as may be necessary to resolve any controversy as to the correctness of the record. The court, in its discretion, may receive such other evidence as the ends of justice require.~~

~~d. The court may affirm the decision of the School Board or may reverse or modify the decision. The decision of the court shall be rendered not later than the fifteenth day from the date of the conclusion of the court's hearing.~~

Section 2.4 Time Limitations

~~A.~~ The right of any party to proceed at any step of this Part II grievance procedure shall be conditioned upon compliance with the time limitations and other requirements set forth in this procedure.

~~AB.~~ The failure of the teacher to comply with all substantial procedural requirements, including initiation of the grievance and notice of appeal to the next step in the procedure, shall eliminate the teacher's right to any further proceedings on the grievance unless just cause for such failure can be shown.

~~BC.~~ The failure of the School Board or any supervisory employee to comply with all substantial procedural requirements without just cause shall entitle the grievant, at his or her option, to advance to the next step in the procedure or, at the final step, to a decision in his favor.

~~CD.~~ The determination as to whether the substantial procedural requirements of this Part II of the Procedure for Adjusting Grievances have been complied with shall be made by the School Board. In any case in which there is a factual dispute as to whether the procedural requirements have been met or just cause has been shown for failure to comply, the School Board shall have the option of allowing the grievant to proceed to its next step. The fact that the grievance is allowed to proceed in such case shall not prevent any party from raising such failure to observe the substantial procedural requirements as an affirmative defense at any further hearing involving the grievance.

~~E. Exceptions to the time periods stated may be extended by written mutual agreement by both parties.~~

Section 2.5 Separability

If any portion of this Part II of the Procedure for Adjusting Grievances, or the application thereof, shall be held invalid by a court of competent jurisdiction, the remainder of this procedure and the application thereof in all other circumstances where not expressly held invalid shall not be affected thereby.

PART III

Procedure for Dismissals~~-or Placing on Probation~~

This Part III of the Procedure for Adjusting Grievances adopted by the Albemarle County School Board~~Board of~~.

~~Education~~ in accordance with the statutory mandate of ~~-Article IIIH (Section, 22.1-306 et seq.) Chapter 1115, Title 22.1 of the Code of Virginia and the Standards of Quality for school divisions, Chapter 667 of the Acts of Assembly, 1980, Chapter 13.1 (Section 22.1-253.13:1 et seq.) of Title 22.1 of the Code of Virginia,~~ is to provide an orderly procedure for the expeditious resolution of disputes involving the dismissal ~~or placing on probation~~ of any teacher. While signed and dated designated forms must be used at each step of the process, this does not preclude any party from attaching typed responses.

Section 3.1 Procedure for Dismissals ~~or Placing on Probation~~

A. Notice to teacher of recommendation for dismissal.

- ~~1. In the event the Superintendent determines to recommend dismissal of any teacher, written notice shall~~
- ~~1. be sent to the teacher on a form prescribed by the School Board notifying him or her of the proposed dismissal, ~~or placing on probation~~ and informing the teacher that within fifteen-ten (1510) business days after receiving the notice, the teacher may request a hearing before the School Board or, at the option of the School Board, a hearing officer appointed by the Board as provided in Virginia Code Section 22.1-311. ~~before a fact-finding panel as hereinafter set forth.~~ (Use Grievance Form GBM-F6.)~~
- ~~2. During such 15ten (10) business-day period and thereafter until a hearing is held in accordance with the provisions herein, if one is requested by the teacher, the merits of the recommendation of the Superintendent shall not be considered, discussed, or acted upon by the School Board except as provided for herein.~~
- ~~3. At the request of the teacher, the Superintendent/Designee shall provide the reasons for the recommendation in writing or, if the teacher prefers, in a personal interview. Representatives for either party shall not be present at this interview. A request for the reasons shall be filed within three (3) business days of receipt of notification by the Superintendent. (Use Grievance Form GBM-F6-I.) A response shall be filed within three (3) business days of the request. (Use Grievance Form GBM-F6-I.)~~

In the event a teacher requests a hearing pursuant to Section 22.1-311 ~~or Section 22.1-312~~, the Superintendent shall provide, within ten (10) calendar days of the request, the teacher or his representative, who may be an attorney, with the opportunity to inspect and copy his personnel file and all other documents relied upon in reaching the decision to recommend dismissal. (Use Grievance Form GBM-F7.) Within ten (10) calendar days of the request of the Superintendent, at a time designated by the Superintendent, the teacher or his representative shall provide the Superintendent with the opportunity to inspect and copy the documents to be offered in rebuttal to the decision to recommend dismissal. (Use Grievance Form GBM-F7-I).

The Superintendent and the teacher or his representative shall be under a continuing duty to disclose and produce any additional documents identified later which may be used in the respective parties' cases-in-chief. The cost of copying such documents shall be paid by the requesting party.

~~A. Notice to teacher of recommendation for dismissal or placing on probation.~~

- ~~1. In the event Superintendent determines to recommend dismissal of any teacher or the placing on probation of a teacher on continuing contract, written notice shall be sent to the teacher via letter with forms to be prescribed by the School Board attached, notifying him of the proposed dismissal or placing on probation and informing the teacher that within fifteen (15) days after receiving the notice, the teacher may request a hearing before the School Board or before a fact finding panel as hereinafter set forth. (Use Grievance Form GBM-F5 and Grievance Form GBM-F6.)~~
- ~~2. During such 15 day period and thereafter until a hearing is held in accordance with the provisions herein, if one is requested by the teacher, the merits of the recommendation of the Superintendent shall not be considered, discussed, or acted upon by the School Board except as provided for herein.~~
- ~~3. At the request of the teacher, the Superintendent shall provide the reasons for the recommendation in writing or, if the teacher prefers, in a personal interview. In the event a teacher requests a hearing pursuant to Section 22.1-311 or Section 22.1-312, the Superintendent shall provide, within ten (10) days of the request, the teacher or his representative with the opportunity to inspect and copy his personnel file and all other documents relied upon in reaching the decision to recommend dismissal or probation. Within ten (10) days of the request of the Superintendent, the teacher or his representative shall provide the Superintendent with the opportunity to inspect and copy the documents to be offered in rebuttal to the decision to recommend dismissal or probation.~~

~~The Superintendent and the teacher or his representative shall be under a continuing duty to disclose and produce any additional documents identified later which may be used in the respective parties' cases in chief. The cost of copying such documents shall be paid by the requesting party.~~

- ~~B. Hearing by Fact Finding PanelHearing Officer or School Board. Within fifteen (15) days after the teacher receives the notice referred to in Section 3.1 Subsection A. 1. either the teacher or the School Board, by written notice to the other party upon a form to be prescribed by the Board of Education, may~~

~~elect to have a hearing before a fact-finding panel prior to any decision by the School Board.~~

1. ~~Panel. Within five working days after the receipt by the Superintendent of the request for a fact-finding panel, the teacher and the Superintendent shall each select one panel member from among the employees of the school division other than an individual involved in the recommendation of dismissal or placing on probation as a supervisor, witness, or representative. The two panel members so selected shall within five (5) working days of their selection select a third impartial panel member.~~
2. ~~Selection of Impartial Third Member. In the event that the two panel members are unable to agree upon a third panel member within five (5) working days, both members of the panel shall request the chief judge of the circuit court having jurisdiction of the school division to furnish a list of five qualified and impartial individuals from which list one individual shall be selected by the two members of the panel as the third member. The individuals named by the chief judge may~~
~~reside either within or without the jurisdiction of the circuit court, be residents of the Commonwealth of Virginia, and in all cases shall possess some knowledge and expertise in public education and education law and shall be deemed by the judge capable of presiding over an administrative hearing. Within five (5) days after receipt by the two panel members of the list of fact finders nominated by the chief judge, the panel members shall meet to select the third panel member. Selection shall be made by the panel members, alternately deleting names from the list until only one remains with the panel member selected by the teacher to make the first deletion. The third impartial panel member shall chair the panel. No elected official shall serve as a panel member. With the agreement of the teacher's and Superintendent's panel members, the impartial panel member shall have the authority to conduct the hearing and make recommendations as set forth herein while acting as a hearing officer.~~
3. ~~Holding of Hearing. The hearing shall be held by the panel within thirty (30) calendar days from the date of the selection of the final panel member. The panel shall set the date, place, and time for the hearing and shall so notify the Superintendent and the teacher. The teacher and the Superintendent each may have present at the hearing and be represented at all stages by legal counsel and another representative.~~

~~4. Procedure for Fact-Finding Panel.~~

- ~~a. The panel shall determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing, provided that, at the request of the teacher, the hearing shall be private.~~
- ~~b. The panel may ask for statements from the Superintendent and the teacher (or their representative) clarifying the issues involved at the beginning of the hearing and at the discretion of the panel may allow closing statements.~~
- ~~c. The parties shall then present their claims in evidence. Witnesses may be questioned by the panel members and by the teacher, and by the Superintendent, or their respective representatives. However, the panel may, at its discretion, vary this procedure but shall afford full and equal opportunity to all parties for presentation of any material or relevant evidence and shall afford the parties the right of cross-examination.~~
- ~~d. The parties shall produce such additional evidence as the panel may deem necessary to an understanding and determination of the dispute. The panel shall be the judge of relevancy and materiality of the evidence offered. All evidence shall be taken in the presence of the panel and of the parties.~~
- ~~e. Exhibits offered by the teacher or the Superintendent may be received in evidence by the panel and, when so received, shall be marked and made a part of the record.~~
- ~~f. The facts found and recommendations made by the panel shall be based exclusively upon the evidence presented to the panel at the hearing and such facts found and recommendations made shall be arrived at by a majority vote of the panel members.~~
- ~~g. The hearing may be reopened by the panel at any time before the panel's report is made upon its own motion or upon application of the teacher or the Superintendent for good cause shown to hear after-discovered evidence.~~
- ~~h. The panel shall make a written report which shall include its findings of fact and recommendations and shall file it with the members of the School Board, the Superintendent, and the teacher, not later than thirty (30) days after the completion of the hearing.~~

~~i. A stenographic record or tape recording of the proceedings shall be taken. In cases of dismissal or probation, a record or recording of the proceedings shall be made and preserved for a period of six (6) months. If either the teacher or the School Board requests that a transcript of the record or recording be made at any time prior to expiration of the six-month period, it shall be made and copies shall be furnished to both parties. The School Board shall bear the expense of the recording and the transcription.~~

1. Upon a timely request for a hearing pursuant to [Virginia Code Section 22.1-309](#), the School Board or, at the option of the school board, a hearing officer appointed by the School Board shall hold a hearing within fifteen (15) calendar days of receipt of the request and the teacher shall be given at least five (5) calendar days' written notice of the time and the place. (Use Grievance Form GBM-F7.) The hearing shall be private unless the teacher requests the hearing to be public. At the hearing, the teacher and the Superintendent may appear with or without a representative who may be an attorney, and be heard, presenting testimony of witnesses and other evidence. The School Board may hear a recommendation for dismissal and make a determination whether to make a recommendation to the Board of Education regarding the teacher's license at the same hearing or hold a separate hearing for each action.
2. The School Board may appoint an impartial hearing officer from outside the school division to conduct hearings pursuant to this section. A hearing officer shall not have been involved in the recommendation of dismissal as a witness or a representative. A hearing officer shall possess some knowledge and expertise in public education and education law and be capable of presiding over an administrative hearing. The hearing officer shall schedule and preside over such hearings and shall create a record or recording of such proceedings. The hearing officer shall file a written recommendation to the School Board, a copy of which shall be filed to the teacher. (Use Grievance Form GBM-F8.) The hearing officer shall transmit the recommendation and the record or recording of the hearing to the School Board as soon as practicable and no more than ten (10) business days after the hearing. In the event of a hearing before a hearing officer, the School Board may make its decision upon the record or recording of such hearing, pursuant to [Virginia Code Section 22.1-313](#), or the School Board may elect to conduct a further hearing to receive additional evidence by filing written notice of the time and place to the teacher and the Superintendent within ten (10) business days after the Board receives the record or recording of the initial hearing. Such notice shall also specify each matter to be inquired into by the School Board. (Use Grievance Form GBM-F9.)
3. A record or recording of any hearing conducted pursuant to this section shall be made. The two parties shall share the cost of the recording equally. ~~In cases of dismissal or placement on probation, the record or recording shall be preserved for a period of six months. If the School Board requests that a transcript be made at any time prior to expiration of the six-month period, it shall be made and copies shall be furnished to both parties. The School Board shall bear the cost of the transcription.~~
4. The School Board shall file its written decision to the teacher within thirty (30) calendar days after ~~receiving the~~ [the record from the hearing officer or within thirty \(30\) calendar](#)

days after the completion of a further hearing by the School Board.~~the completion of the hearing before the School Board.~~ (Use Grievance Form GBM-F9.)

55. Expenses.

- a. The teacher shall bear his own expenses. The School Board shall bear the expenses of the Superintendent. ~~The expenses of the panel shall be borne one-half by the School Board and one-half by the teacher.~~
- b. The School Board shall bear the expenses of the hearing officer.
~~The parties shall set the per diem rate of the panel. If the parties are unable to agree on the per diem, it shall be fixed by the chief judge of the circuit court. No employee of the school division shall receive such per diem for service on a panel during his normal working hours if he receives his normal salary for the period of such service.~~

66. Witnesses.

Witnesses who are employees of the School Board shall be granted release time if the hearing is held during the school day. The hearing shall be held at the school in which most witnesses work, if feasible.

7. Right to Further Hearing.—

~~If initially heard by a hearing officer, If the School Board elects to have a hearing by a fact-finding panel on the dismissal or placing on probation of a teacher, the teacher shall have the right to a further hearing by the School Board as provided in subsection C of this section. The School Board shall have the right to require a further hearing as provided in subsection C also.~~

- ~~7. Witnesses Witnesses who are employees of the School Board shall be granted release time if the hearing is held during the school day. The hearing shall be held at the school in which most witnesses work, if feasible.~~

C. Subsequent Hearing by S-School Board.

- ~~1. After receipt of the notice of pending dismissal or placing on probation described in Section 3.1 Subsection A. 1., the teacher may request a hearing before the School Board by delivering written notice to the Superintendent withing fifteen 15(15)days from the receipt of notice from the Superintendent. Subsequent to the hearing by a fact-finding panel under Section 3.1 Subsection B., the teacher, as permitted by Section 3.1 Subsection B. 6., or the School Board may request a School Board hearing by written notice to the opposing party and the Superintendent within ten (10) days after the receipt by the party initiating such hearing of the findings of fact and recommendations made by the fact-finding panel and the transcript of the panel hearing. Such notice shall be provided upon a form to be prescribed by the Board of Education and shall specify each matter to be inquired into by the School Board.~~

21. In any case in which a further hearing is held by ~~a the~~ School Board after a hearing before the ~~fact-finding panel~~ hearing officer, the School Board shall consider at such further hearing the record, or transcript, if any, the findings of fact and recommendations made by the ~~fact-finding panel~~ hearing officer and such further evidence, including, but not limited to, the testimony of those witnesses who have previously testified before the ~~fact-finding panel~~ hearing officer as the School Board deems may be appropriate or as may be offered on behalf of the teacher or the Superintendent.

32. The School Board hearing shall be set and conducted within thirty (30) days of the ~~receipt of the teacher's notice or the~~ giving by the School Board of its notice which shall be within ten (10) business of receipt of the recommendation by the hearing officer. The teacher shall be given at least fifteen (15) calendar days' written notice of the date, place, and time of the hearing, and shall specify each matter to be inquired into by the School Board; ~~and~~ such notice shall also be provided to the Superintendent. (Use Grievance Form GBM-F9.)

43. The teacher and the Superintendent may be represented by legal counsel or other representatives ~~and another representative~~. The hearing before the School Board shall be private, unless the teacher requests a public hearing. The School Board shall establish the rules for the conduct of any hearing before it, ~~and~~ such rules shall include the opportunity for the teacher and the Superintendent to make an opening statement and to present all material or relevant evidence, including the testimony of witnesses and the right of all parties to cross-examine the witnesses. Witnesses may be questioned by the School Board. The School Board may hear a recommendation for dismissal and make a determination to the Board of the Education regarding the teacher's license at the same hearing or hold a separate hearing for each action.

54. A record or recording of the proceedings shall be made and preserved for a period of six months. If either the teacher or the School Board requests that a transcript of the record or recording be made at any time prior to expiration of the six-month period, it shall be made and copies shall be furnished to both parties. The School Board shall bear the expense of the recording and the transcription.

65. The School Board shall give the teacher its written decision within thirty (30) calendar days after the completion of the hearing before the School Board. (Use Grievance Form GBM-F9.)

76. The decision by the School Board shall be based on the transcript, the findings of fact, and recommendations made by the ~~fact-finding panel~~ hearing officer, and any evidence relevant to the issues of the original grievance produced at the School Board hearing in the presence of each party.

The School Board's attorney, assistants, or representative, if he, she, or they represented a participant in the prior proceedings, the grievant, the grievant's attorney, ~~or~~ representative and, ~~notwithstanding the provisions of Section 22.1-69 of the Code of Virginia,~~ the Superintendent, shall be excluded from any executive session of the School Board which has as its purpose reaching a decision on a grievance. However,

immediately after a decision has been made and publicly announced, as in favor of or not in favor of the grievant, the School Board's attorney or representative and

-

the Superintendent may join the School Board in executive session to assist in the writing of the decision.

D. School Board Determination.

1. In any case in which a hearing ~~is held~~ before a ~~fact finding panel~~ hearing officer appointed by the School Board, but no further hearing before the School Board is conducted ~~is requested by either party~~, the School Board shall give file to the teacher its written decision as soon as practicable and no more than ~~within thirty~~ (30) calendar days after the School Board receives ~~both the transcript both the transcript~~ of such hearing and the ~~panel's hearing officer's~~ findings of fact and recommendations. (Use Grievance Form GBM-F9.) The decision of the School Board shall be reached after considering the transcript, the findings of fact, and the recommendations made by the ~~panel~~ hearing officer. However, should there be a further hearing before the School Board, at the School Board's discretion, such decision shall be furnished to the teacher as soon as practicable and no more than 30 calendar days after such further hearing.
- ~~4.~~ 2.—The School Board may dismiss or, suspend, ~~or place on probation~~ a teacher upon a majority vote of a quorum of the School Board.
~~In the event the School Board's decision is at variance with the recommendations of the fact finding panel hearing officer, the School Board shall be required to conduct an additional hearing which shall be public unless the teacher requests a private one.— However, if the fact finding hearing with the hearing officer was held in private, the additional hearing shall be held in private. The hearing shall be conducted by the School Board pursuant to Section 3.1.C.1&2, except that the grievant and the Superintendent shall be allowed to appear, to be represented, and to give testimony.— However, the additional hearing shall not include examination and cross examination of any other witnesses. The School Board's written decision shall include the rationale for the decision.~~
5. In those instances when licensed personnel are dismissed or resign due to a conviction of any felony, any offense involving the sexual molestation, physical or sexual abuse or rape of a child, any offense involving drugs, or due to having become the subject of a founded case of child abuse or neglect, the School Board shall notify the Board of Education within ten (10) business days of such dismissal or the acceptance of such resignation.

Section 3.2 Time Limitations

The right of any party to proceed at any step of the grievance procedure shall be conditioned upon compliance with the time limitations and other requirements set forth in this grievance procedure.

- A. The failure of the grievant to comply with all substantial procedural requirements shall terminate the teacher's right to any further proceedings on the grievance unless just cause for such failure can be shown.

- | B. The failure of the School Board or of any supervisory employee to comply with all substantial procedural requirements without just cause shall entitle the grievant, at his or her option, to advance to the next step in the procedure or, at the final step, to a decision in his favor.
- | C. The determination as to whether the substantial procedural requirements of this Part III of the Procedure for Adjusting Grievances have been complied with shall be made by the School Board. In any case in which there is a factual dispute as to whether the procedural requirements have been met or just cause has been shown for failure to comply, the
| School Board shall have the option of allowing the grievance to proceed to its next step.

The fact that the grievance is allowed to proceed in such case shall not prevent any party from raising such failure to observe the substantial procedural requirements as an affirmative defense at any further hearing involving the grievance.

D. Exceptions to the time periods stated may be extended by written mutual agreement by both parties.

Section 3.3 Separability

If any portion of this Part III of the Procedure for Adjusting Grievances, or the application thereof, shall be held invalid by a court of competent jurisdiction, the remainder of this procedure and the application thereof in all other circumstances where not expressly held invalid shall not be affected thereby.

Adopted: July 1, 1993
 Amended: December 8, 1997
 Reviewed: July 8, 2004

Cross Ref.: GB, Equal Employment Opportunity

PART II

**FORMS FOR ADJUSTING LICENSED TEACHING STAFF GRIEVANCES IN ALBEMARLE
COUNTY PUBLIC SCHOOLS**

Enclosed herein are the necessary forms for adjusting grievances in accordance with Part
II of the Grievance Procedure of the State Board of Education.

The grievant is advised to become familiar with the procedure for adjusting grievances.
Special emphasis should be given to the procedural steps.

Adopted: December 8, 1997

Reviewed: July 8, 2004

**GRIEVANCE FORM GBM-F1
FOR ADJUSTING LICENSED TEACHING STAFF GRIEVANCES**

STATEMENT OF GRIEVANCE
TO BE PRESENTED TO PRINCIPAL/DESIGNEE WITHIN 5 BUSINESS DAYS
OF NOTIFICATION OF DECISION BY THE PRINCIPAL/DESIGNEE:
STEP 2A*

Please print ~~or type~~ all information.

Name of Grievant: _____

Phone: _____ Email: _____

School/Department of Assignment: _____

Instructional Assignment Area(s): _____

Date of Grievance Filed: _____

School/Department of Assignment: Instructional Assignment Area(s): _____

Date of Conference with Supervisor: _____

Immediate Supervisor's Name and Position: _____

Grievant's Representative (if applicable, may not be an attorney at this level): _____

Cite the policy, procedure, regulation, ordinance, and/or statute being grieved and the date you knew, or reasonably should have known, of its occurrence:

Statement of Grievance: _____

÷

Specific Relief Requested: _____

Grievant's Signature: _____

Date Signed: _____

Representative's Signature: _____ Date Signed: _____

~~Grievant's Signature:~~

GRIEVANCE FORM

GBM-F1-D

FOR

ADJUST

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ED

TEACHI

NG

STAFF

GRIEVA

NCES

REQUEST FOR
DETERMINATION OF
GRIEVABILITY
TO BE PRESENTED
TO
SUPERINTENDENT
WITHIN 5 BUSINESS
DAYS

OF: 1) RECEIPT
STATEMENT OF THE
GRIEVANCE BY THE
PRINCIPAL/DESIGNE
E, 2) THE MEETING
WITH THE
PRINCIPAL, OR 3)
RECEIPT OF THE
PRINCIPAL/DESIGNE
E'S RESPONSE.
OTHER PARTY TO BE
NOTIFIED OF
REQUEST WITHIN 5
BUSINESS DAYS OF
RECEIPT

(Attach typed argument
and GBM-F1.)

Name of Grievant:

Date of Event
(specify):

I am requesting a
determination by the
School Board regarding
the grievability of the
issue
stated on Form GBM-
F1. Included is my
typed argument on this
matter. I understand
that oral arguments will
be at the request of the
School Board only.

Requestor's Signature:

Date Signed:

Representative's
Signature:

Date

Signed:

NOTIFICATION OF
REQUEST FOR
DETERMINATION OF
GRIEVABILITY
TO BE PRESENTED
TO
GRIEVANT
WITHIN 5
BUSINESS
DAYS
OF: 1) RECEIPT OF
REQUEST, 2)
RECEIPT OF
WRITTEN APPEAL,
OR 3) MEETING
WITH THE
SUPERINTENDENT.
BOTH ARGUMENTS
SUBMITTED TO
SCHOOL BOARD
WITHIN 5 BUSINESS

DAYS OF RECEIPT
OF ARGUMENT
FROM GRIEVANT
(Attach typed
argument.)

Date Request

Received:

I am requesting a
determination by the
School Board regarding
the grievability of the
issue stated on Form
GBM-F1. Attached is
my typed argument on
this matter. I
understand that oral
arguments will be at
the request of the
School Board only.
You may submit to me,
within 5 business days
of receipt of this notice,
your typed argument to
present to the School
Board.

Superintendent/Designe
e's Signature:

Date
Signed:

GRIEVANCE FORM
GBM-F1-A
FOR
ADJUST
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STAFF
GRIEVA
NCES

DETERMINATION
BY SCHOOL BOARD
ON GRIEVABILITY
TO BE PRESENTED
TO GRIEVANT BY
SUPERINTENDENT
WITHIN 10
BUSINESS DAYS
OF SCHOOL
BOARD'S RECEIPT
OF REQUEST FOR
DETERMINATION

Date Request
Received:

_____ The matter is
grievable and
the grievant
may proceed
with the
process within
5 business days
of receipt of
this notice.

_____ The matter is
not grievable
and the
grievance is
barred. An
appeal may be
filed to be
heard by the
circuit court

having
jurisdiction.

Board Chair/Designee's
Signature:

Date

Signed:

APPEAL OF SCHOOL
BOARD'S DECISION
ON GRIEVABILITY
TO BE PRESENTED
TO SCHOOL BOARD
BY
SUPERINTENDENT
WITHIN 10
BUSINESS DAYS OF
RECEIPT OF
SCHOOL BOARD'S
DECISION, COPY TO
OTHER PARTY

Date Decision

Received:

—

_____ I hereby
request a
decision on
the
determination
of grievability
by the circuit
court having
jurisdiction.

Requestor's Signature:

Date Signed:

Representative's
Signature:

Date

Signed:

GRIEVANCE FORM
GBM-F1-AD
FOR
ADJUST
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GRIEVA
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NOTICE OF
DETERMINATION
BY CIRCUIT COURT
ON GRIEVABILITY
TO BE PRESENTED
TO GRIEVANT BY
SUPERINTENDENT
WITHIN 5 BUSINESS
DAYS
OF RECEIPT OF
CIRCUIT COURT'S
DECISION

Date Court's Decision
Received:

_____ The matter is
grievable and
the grievant
may proceed
with the
process within
5 business days
of receipt of
this notice.

_____ The matter is
not grievable and the
grievance is barred.

Superintendent's
Signature:

Signed: _____
Date _____

Signed:

GRIEVANCE FORM
GBM-F2-M
FOR
ADJUST
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STAFF
GRIEVA
NCES

NOTIFICATION OF
RECEIPT OF
GRIEVANCE AND
MEETING
TO BE PRESENTED
TO GRIEVANT BY
PRINCIPAL/DESIGNE
E WITHIN 3
BUSINESS DAYS OF
RECEIVING
STATEMENT OF
GRIEVANCE,
MEETING TO BE
HELD WITHIN 5
BUSINESS DAYS OF
RECEIPT OF
STATEMENT OF
GRIEVANCE OR
WITHIN 5 BUSINESS
DAYS OF RECEIPT OF
ADDITIONAL
INFORMATION

Name of Grievant:

Date of Receipt of
Grievance/Information:

A meeting to discuss the
issues stated on GBM-
F1 will be held
on _____

at _____, to
be held at _____

You may present
appropriate witnesses
and be accompanied by
a representative other
than an attorney.

Principal/Designee's
Signature: _____

Date

Signed: _____

~~Date Signed:~~

~~Representatives' Signature:~~

Date Signed: _____

~~*NOTE: In STEP 1, which is mandatory, the teacher must present the grievance informally prior to proceeding to Step 2.~~

GRIEVANCE FORM GBM-F2-I
FOR ADJUSTING LICENSED TEACHING STAFF GRIEVANCES

PRINCIPAL/DESIGNEE'S REQUEST FOR MORE INFORMATION
TO BE PRESENTED TO GRIEVANT WITHIN 5 CALENDAR DAYS
OF RECEIPT OF GBM-F1

Please print all information.

Name of Grievant: _____

Date Grievance Received: _____

Please provide more information regarding:

Principal/Designee's Signature: _____ Date Signed: _____



GRIEVANT'S RESPONSE FOR MORE INFORMATION
TO BE PRESENTED TO PRINCIPAL/DESIGNEE WITHIN 10 BUSINESS DAYS
OF RECEIPT OF GBM-F2-I

Please print all information.

Date Request Received: _____

Response for more information regarding above request:

Grievant's Signature: _____ Date Signed: _____

Representative's Signature: _____ Date Signed: _____

**GRIEVANCE FORM GBM-F2
FOR ADJUSTING LICENSED TEACHING STAFF GRIEVANCES**

PRINCIPAL/DESIGNEE'S ~~D~~DECISION
TO BE PRESENTED TO GRIEVANT WITHIN 5 BUSINESS DAYS OF MEETING
STEP 2B

Please print ~~or type~~ all information.

Name of Grievant~~;-~~: _____

Date Grievance Received: _____

Date Additional Information Received (if applicable): -

Date of Meeting: _____

Decision of Principal/D/~~Supervisor~~/Designee:

OR

_____ Not accepted/individual is not a covered employee.

_____ Not accepted for failure to comply with time limitations.

_____ The issue is not a grievable issue.

_____ I am requesting a determination of grievability.

_____ I lack the authority to grant the relief requested.

~~Signature of~~ Principal/Designee's Signature: _____ Date Signed: _____

GRIEVANT'S APPEAL TO SUPERINTENDENT
TO BE PRESENTED TO SUPERINTENDENT WITHIN 5 BUSINESS DAYS
OF RECEIPT OF GBM-F2
(Attach copies of all previous forms.)

Date of Receipt of Principal/Designee's Decision: _____

Grievant's Representative (if applicable, may be an attorney at this level):

~~To Be Complete by Grievant.~~

~~Is the above decision acceptable?~~

~~Check one: _____ YES _____ NO~~

~~If no, grievant~~ I hereby appeals this decision to Step 3, Superintendent's ~~Level~~level.

I, the grievant, disagree with the action taken and the ~~previous Principal/Designee's~~ response because:

~~[Signed form is to be sent to the Superintendent.]~~

Grievant's Signature: _____ --Date Signed: -

Representative’s Signature: _____ Date Signed:

[Signed form is to be sent to the Superintendent.]

GRIEVANCE FORM GBM-F3-I
FOR ADJUSTING LICENSED TEACHING STAFF GRIEVANCES

SUPERINTENDENT’S REQUEST FOR MORE INFORMATION
TO BE PRESENTED TO GRIEVANT WITHIN 5 CALENDAR DAYS
OF RECEIPT OF GBM-F2 IF GBM-F2-I WAS NOT USED

Please print all information.

Name of Grievant: _____

Date Grievance Received: _____

Please provide more information regarding: _____

Superintendent/Designee’s Signature: _____ Date Signed: _____



GRIEVANT’S RESPONSE FOR MORE INFORMATION
TO BE PRESENTED TO SUPERINTENDENT WITHIN 10 BUSINESS DAYS
OF RECEIPT OF GBM-F3-I

Please print all information.

Date Request Received: _____

Response for more information regarding above request:

Grievant’s Signature: _____ Date Signed: _____

Representative's Signature: _____ Date Signed: _____

GRIEVANCE FORM GBM-F3-M
FOR ADJUSTING LICENSED TEACHING STAFF GRIEVANCES

NOTIFICATION OF RECEIPT OF GRIEVANCE AND MEETING
TO BE PRESENTED TO GRIEVANT BY SUPERINTENDENT WITHIN 3 BUSINESS DAYS OF
RECEIVING APPEAL OR WITHIN 3 BUSINESS DAYS OF RECEIPT OF ADDITIONAL
INFORMATION, MEETING TO BE HELD WITHIN 5 BUSINESS DAYS OF RECEIPT OF
GRIEVANCE OR RECEIPT OF ADDITIONAL INFORMATION

Name of Grievant: _____

Date Grievance Received: _____

A meeting to discuss the issues stated on GBM-F1 will be held on _____
at _____, to be held at _____. You may present
appropriate witnesses and be accompanied by a representative who may be an attorney.

Superintendent/Designee's Signature: _____ Date Signed: _____

**GRIEVANCE FORM GBM-F3
FOR ADJUSTING LICENSED TEACHING STAFF GRIEVANCES**

SUPERINTENDENT'S DECISION

~~TO BE PRESENTED TO~~ TO BE PRESENTED TO GRIEVANT WITHIN 5 BUSINESS DAYS OF MEETING STEP 3

Please print ~~or type~~ all information.

Name of Grievant: _____

Date ~~appeal~~ Appeal Received: _____

Date of Meeting: _____

Date Additional Information Received (if applicable): _____

Decision of Superintendent/Designee:

OR

- ☐ Not accepted/individual is not a covered employee.
☐ Not accepted for failure to comply with time limitations.
☐ The issue is not a grievable matter.

- ☐ I am requesting a determination of grievability.
☐ I lack the authority to grant the relief requested.

~~Signature of~~ Superintendent/Designee's Signature: _____ Date Signed: _____

GRIEVANT'S APPEAL TO SCHOOL BOARD
TO BE PRESENTED TO SUPERINTENDENT WITHIN 5 BUSINESS DAYS OF RECEIPT OF NOTIFICATION SUPERINTENDENT'S DECISION
(Attach copies of all previous forms.)

~~To Be Completed by Grievant.~~

Please print all information.

Date Superintendent's/Designee's Decision Received:

~~Is the above decision acceptable?~~

Check one: YES

~~NO~~

~~I hereby appeal this decision.~~ I hereby petition that the attached grievance be heard by the School Board or at their option, a Hearing Officer appointed by the School Board. If a Hearing Officer is appointed by the School Board, I understand that I shall not be entitled to a further hearing by the School Board unless at their request. I disagree with the action taken and the previous response for the reason(s) cited below. Supporting documentation is attached. The relief sought is also included.

Grievant's ~~S~~signature: _____ Date Signed: _____

~~R~~Representative's Signature: _____

| Date Signed: _____~~Date Signed:~~

**GRIEVANCE FORM GBM-F4
FOR ADJUSTING LICENSED TEACHING STAFF GRIEVANCES**

REQUEST FOR HEARING
~~TO BE SUBMITTED TO SUPERINTENDENT/DESIGNEE STEP 5*~~

~~Please print or type all information.~~

Name of Grievant: _____

Date Grievance Filed: _____

Check One:

~~I hereby petition that the attached grievance be submitted to an advisory fact finding hearing (*which constitutes STEP 4).~~

I have chosen _____ as my Panel Designee.

~~I hereby waive my right to an advisory fact finding hearing and petition that the attached grievance be submitted to the School Board.~~

Grievant's Signature: _____ Date Signed: _____

Representative's Signature: _____ Date Signed: _____

SCHOOL BOARD'S NOTIFICATION OF HEARING BEFORE HEARING OFFICER
TO BE PRESENTED TO GRIEVANT WITHIN 15 CALENDAR DAYS OF SUPERINTENDENT'S
RECEIPT OF GRIEVANT'S REQUEST FOR HEARING,
HEARING TO BE HELD WITHIN 15 DAYS OF REQUEST FOR HEARING, GIVING AT LEAST 5
CALENDAR DAYS' NOTICE FOR HEARING

Date Request Received: _____

_____ This grievance will be heard by a hearing officer appointed by the School Board on _____
_____ at _____, to be held at _____
_____.

OR

SCHOOL BOARD'S NOTIFICATION OF HEARING BEFORE SCHOOL BOARD
TO BE PRESENTED TO GRIEVANT WITHIN 10 BUSINESS DAYS OF SUPERINTENDENT'S
RECEIPT OF GRIEVANT'S REQUEST FOR HEARING,
HEARING TO BE HELD WITHIN 30 CALENDAR DAYS OF REQUEST FOR HEARING, GIVING
AT LEAST 15 CALENDAR DAYS' NOTICE FOR HEARING

Date Request Received: _____

_____ This grievance will be heard by the School Board on _____ at _____, to be
held at _____.

Board Chair/Designee's Signature: _____ Date Signed: _____

GRIEVANCE FORM GBM-F4-R
FOR ADJUSTING LICENSED TEACHING STAFF GRIEVANCES

RECOMMENDATION FROM HEARING OFFICER
TO BE SUBMITTED TO SUPERINTENDENT, WITH COPY TO GRIEVANT, TO PRESENT TO
SCHOOL BOARD WITHIN 10 BUSINESS DAYS OF HEARING
(Attach record or recording of hearing for School Board.)

Please print all information.

Name of Grievant: _____

Date of Hearing: _____

Recommendation to School Board from Hearing Officer:

Hearing Officer's Signature: _____ Date Signed: _____



RESPONSE BY SCHOOL BOARD FOR ADDITIONAL HEARING
TO BE PRESENTED TO GRIEVANT AND SUPERINTENDENT WITHIN 10 BUSINESS DAYS OF
RECEIPT OF RECOMMENDATION FROM HEARING OFFICER. HEARING TO BE HELD
WITHIN 30 CALENDAR DAYS OF RECEIPT OF RECOMMENDATION FROM HEARING
OFFICER AND GIVING 15 CALENDAR DAYS' NOTICE.

Date Recommendation from Hearing Officer Received: _____

The Board agrees to hold an additional hearing. The hearing will be held on _____ at
_____ , to be held at _____.

Issues that will be addressed:

Board Chair/Designee's Signature: _____ Date Signed: _____

GRIEVANCE FORM GBM-F5
FOR ADJUSTING LICENSED TEACHING STAFF GRIEVANCES

DECISION BY SCHOOL BOARD
TO BE PRESENTED TO GRIEVANT WITHIN 30 CALENDAR DAYS OF HEARING OR REQUEST
FOR HEARING IF NO HEARING HELD

Name of Grievant: _____

Date of Hearing: _____ **OR** Date Request Received: _____

The Board's decision regarding matter grieved and relief sought:

This matter is now closed.

Board Chair/Designee's Signature: _____ Date Signed: _____

PART
III

**FORMS FOR PROPOSED DISMISSAL/~~DISCIPLINARY PROBATION~~ IN
ALBEMARLE COUNTY PUBLIC SCHOOLS**

Enclosed herein are the necessary forms for proposed dismissal/~~disciplinary probation~~ proceedings as prescribed in Part III of the procedure enacted by the Virginia State Board of Education.

Adopted: December 8, 1997

Reviewed: July 8, 2004



GRIEVANCE FORM GBM-~~F5~~F6
FOR ADJUSTING LICENSED ~~TEACHING~~ STAFF GRIEVANCES

NOTIFICATION
NOTICE OF PROPOSED DISMISSAL ~~OR PROPOSED PLACEMENT ON DISCIPLINARY~~
~~PROBATION~~
TO BE PRESENTED TO EMPLOYEE BY SUPERINTENDENT

Please print ~~or type~~ all information.

Date: _____

Name of ~~Teacher~~Employee: _____

School/Department: _____

~~Check One:~~

to

The Superintendent will recommend to the School Board that you be placed on probation for the period

_____. (Date) _____ (Date)

Reasons for this recommendation will be provided to you in writing or at your request in a personal interview within three (3) working days of your request.

The Superintendent will be recommending to the School Board that you be dismissed from your position as _____.

-(Position)

You have three (3) business days from receipt of this notice to request the reasons for this recommendation, using Form GBM-F6-I. Reasons for this recommendation will be provided to you in writing or at your request, in a personal interview, within three (3) working business days of your request. Representatives shall not be present at this interview.

You have fifteen-ten (1510) working business days from receipt of this form to request, in writing, a hearing before the School Board or an advisory fact finding panel at the option of the School Board, a hearing officer appointed by the Board as provided in the regulation. Please advise me as soon as possible whether you wish to have such a hearing, using Form GBM-F7. (see attached form). Enclosed, for your information, is a copy of the policy and regulation.

Superintendent/Designee's Signature: _____ Date Signed: _____

Signature of Superintendent/Designee

GRIEVANCE FORM GBM-F6-I
FOR ADJUSTING LICENSED TEACHING STAFF GRIEVANCES

GRIEVANT’S REQUEST FOR MORE INFORMATION
TO BE PRESENTED TO SUPERINTENDENT WITHIN 3 BUSINESS DAYS
OF RECEIPT OF GBM-F6

Please print all information.

Name of Grievant: _____

Date of Receipt of Notice: _____

I hereby request reasons for the dismissal. I request the reasons _____ in writing/ _____ in a personal interview.

Grievant’s Signature: _____ Date Signed: _____

SUPERINTENDENT’S RESPONSE
TO BE PRESENTED TO GRIEVANT WITHIN 3 BUSINESS DAYS
OF RECEIPT OF GBM-F6-I, MEETING TO BE HELD WITHIN 3 BUSINESS DAYS OF REQUEST

Please print all information.

Reasons for recommendation:

OR

A meeting with the Superintendent/Designee has been scheduled on _____ at _____, to be held at _____ to provide the reasons for the recommendation.

Superintendent/Designee’s Signature: _____ Date Signed: _____

GRIEVANCE FORM GBM-~~F6~~F7
FOR ADJUSTING LICENSED TEACHING STAFF GRIEVANCES

~~NOTICE OF PROPOSED DISMISSAL OR PROPOSED PLACEMENT ON DISCIPLINARY~~
~~PROBATION~~ REQUEST FOR HEARING BEFORE SCHOOL BOARD
NOTIFICATION TO BE ~~SUBMITTED~~ PRESENTED TO SUPERINTENDENT WITHIN 10
BUSINESS DAYS
OF RECEIPT OF GBM-F6

Please print ~~or type~~ all information.

Name of Grievant: _____

Date of Receipt of Notice: _____

Grievant's Representative: _____

Name of Teacher: _____

~~Superintendent's Proposed Action~~

Check one: _____ Dismissal _____ Disciplinary probation

~~To Be Completed By Grievant:~~

~~Check one:~~

~~I hereby request that I be afforded an advisory fact finding hearing on the above referenced matter:~~

~~I have selected _____ as my Panel Designee.~~

I hereby ~~waive my right to an advisory fact finding hearing and~~ request that I be afforded a hearing before the School Board, or at the option of the School Board, a hearing officer appointed by the School Board on the above referenced matter regarding the recommendation for

dismissal. I understand that I will be given opportunity to inspect and copy my personnel file and other related documents. I understand I am responsible for the cost of the preparation of the documents. I understand that I am under continuing obligation to provide all documents used in rebuttal to the Superintendent's recommendation within 10 calendar days of this request. Expense of copying shall be of the Superintendent.

~~Teacher's~~ Grievant's Signature: _____
 _____ Date Signed:

Representative's Signature: _____ Date Signed:

NOTIFICATION OF HEARING
TO BE PRESENTED TO GRIEVANT, HEARING TO BE HELD WITHIN 15 CALENDAR DAYS OF
RECEIPT OF GBM-F7, GIVING AT LEAST 5 CALENDAR DAYS' NOTICE

Please print all information.

Date of Receipt of Request: _____

_____ This grievance will be heard by a hearing officer appointed by the School Board on _____
 at _____, to be held at _____
 . You may present appropriate witnesses and be
 accompanied by a representative who may be an attorney.

OR

_____ This grievance will be heard by the School Board on _____ at _____, to be
 held at _____. You may present appropriate witnesses and be
 accompanied by a representative who may be an attorney.

Board Chair/Designee's Signature: _____ Date Signed: _____

GRIEVANCE FORM GBM-F7-I
FOR ADJUSTING LICENSED TEACHING STAFF GRIEVANCES

MEETING TO EXCHANGE DOCUMENTS
TO BE PRESENTED TO GRIEVANT, MEETING HELD WITHIN 10 CALENDAR DAYS
OF RECEIPT OF GBM-F7

Name of Grievant: _____

Date of Receipt of Request: _____

The meeting to exchange documents related to the grievance will be on _____ at
_____, to be held at _____.

Superintendent/Designee's Signature: _____ Date Signed: _____

GRIEVANCE FORM GBM-F8
FOR ADJUSTING LICENSED TEACHING STAFF GRIEVANCES

RECOMMENDATION BY HEARING OFFICER
TO BE SUBMITTED TO SUPERINTENDENT, WITH COPY TO GRIEVANT, TO PRESENT TO
SCHOOL BOARD WITHIN 10 BUSINESS DAYS OF HEARING
(Attach record or recording of hearing.)

Please print all information.

Name of Grievant: _____

Date of Hearing: _____

Recommendation to School Board by Hearing Officer:

Hearing Officer's Signature: _____ Date Signed: _____

GRIEVANCE FORM GBM-F9
FOR ADJUSTING LICENSED TEACHING STAFF GRIEVANCES

RESPONSE BY SCHOOL BOARD FOR ADDITIONAL HEARING
TO BE PRESENTED TO GRIEVANT AND SUPERINTENDENT WITHIN 10 BUSINESS DAYS OF
RECEIPT OF GBM-F8. HEARING TO BE HELD WITHIN 30 CALENDAR DAYS OF RECEIPT OF
GBM-F8 AND GIVING 15 CALENDAR DAYS' NOTICE

Please print all information.

Name of Grievant: _____

Date Recommendation Received: _____

An additional hearing on this grievance will be held by the School Board. The hearing will be held on
_____ at _____, to be held at _____. You may
present appropriate witnesses and be accompanied by a representative who may be an attorney.

Issues that will be addressed:

Board Chair/Designee's Signature: _____ Date Signed: _____

DECISION BY SCHOOL BOARD
TO BE PRESENTED TO GRIEVANT WITHIN 30 CALENDAR DAYS OF HEARING

Please print all information.

Date of Hearing: _____

The Board's decision regarding matter grieved and relief sought:

This matter is now closed.

Board Chair/Designee's Signature: _____ Date Signed: _____